

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **TYPIST**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised:
Jurisdictions: **All**
Union Status: **CSEA (county)**
Pay Grade: **4**

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the performance of standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title. Excepting the ability to type, this class is equivalent to the class of clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards and similar materials;
Transcribes dictaphone cylinders and/or longhand copy;
Relieves telephone switchboard operator and employees waiting on the public;
Addresses envelopes on a typewriter;
Cuts mimeograph stencils;
Types and maintains various types of records;
Files correspondence, memoranda, reports and materials;
Operates a mimeograph, addressograph, computing, calculating and other simple office machines;
Indexes material and performs simple record keeping tasks;
Makes entries on cards, or bills, or in ledger from original sources.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) High school graduation or high school equivalency, including or supplemented by a course in typing; **OR**
- (B) One (1) year of experience in a clerical position involving the operation of a typewriter; **OR**
- (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a